

Bellevue Bridge Alternatives Study

Request for Proposals (RFP)

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Attachment 1: Study Area Map

December 8, 2017

Omaha-Council Bluffs Metropolitan Area Planning Agency

Proposals should be submitted
by **4:30 p.m. CST** on
January 19, 2018

1. Introduction

The Metropolitan Area Planning Agency (MAPA) is soliciting consultant proposals for professional services to examine the potential of the Bellevue Bridge, officially called the Grand Army of the Republic Bridge. Bellevue Bridge was formerly Highway 370 and spans the Missouri River to connect Olde Towne Bellevue with Mills County Iowa, including access to Interstate 29. Since the completion of the Highway 34 Missouri River Bridge in 2014, the Bellevue Bridge has seen a decrease in traffic of about 50 percent. The purpose of this study will be to determine whether future conditions in the area warrant replacement of the bridge, alternatives for reconstruction, and the impacts of closing the bridge.

The Bellevue Bridge is owned and operated by the Bellevue Bridge Commission. The Commission has sufficient funding to maintain the bridge for the foreseeable future. Replacement of the bridge will eventually become necessary and preliminary plans for a new bridge on the north side of the current structure have been designed. However, there is no current plan for the significant expense that would be required to reconstruct the bridge. This study will guide the Commission and adjacent communities to form the long-term plans for the bridge's future.

In performing the analysis, consideration should be given to the Bellevue Bridge's importance as a farm-to-market route, bicycle connection, a nuclear escape route (related to OPPD's Ft. Calhoun plant), access route for Olde Towne Bellevue, and a connection to Offutt Air Force Base. Stakeholder and public input is essential to weighing these factors and is a priority of this project.

This request invites qualified consultants to submit proposals for accomplishments of the items of work described below under Scope of Services. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Proposals (RFP). Once a firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services.

MAPA is seeking a firm with documented expertise and experience in performing transportation planning studies. The project area of this plan is included as Figure1 to the RFP.

The study area includes Bellevue Bridge, all Missouri River crossings within a ten-mile radius of Bellevue Bridge, and major roadways connecting to Bellevue Bridge. A map of the area is included in Figure 1.

2. Scope of Services

Work will be conducted on this project as part of the following tasks:

- **Task 1** – Project Management & Administration
- **Task 2** – Stakeholder outreach and input
- **Task 3** – Data gathering and research
- **Task 4** – Analysis of Alternatives
- **Task 5** – Final Report

Task 1: Project Management & Administration

1.1. Detailed Workplan

The Consultant shall provide a detailed work plan that outlines key steps, processes and milestones necessary to complete the agreed-upon scope of work. The plan shall include a detailed schedule for each task and corresponding deliverables, as well as details on data maintenance and file management.

1.2. Reporting and Administration

The consultant shall submit progress reports according to a schedule agreed upon with MAPA that conforms to the required reporting schedule identified in the programmatic agreed upon between the grantor and MAPA. The consultant shall also take necessary steps to follow regulations and guidelines applicable to various funding sources.

Task 2: Stakeholder Outreach and Input

2.1. Project Information content generation

The consultant shall periodically generate project status reports to MAPA staff, including (but not limited to) graphic/pictorial content, written content or videos. These informational pieces will provide stakeholders, staff and the public a report on progress and findings of the process as it is undergone.

2.2. Bridge Commission

The consultant will meet with the Bellevue Bridge Commission throughout the study to deliver project presentations and keep the Commission updated. At least four (4) meetings with the Commission are anticipated.

2.3. Steering Committee

A project steering committee comprised of key stakeholders has been developed for this study. The consultant will periodically present to and interact with this group.

Respondents should demonstrate experience with stakeholder meeting preparation and management. The project approach and timeline should delineate where the respondent would position meetings for both stakeholders and the general public.

2.4. Public & Stakeholder Workshop

The consultant shall plan and execute at least two (2) workshops with the general public and key stakeholders at appropriate junctures in the planning process. Workshops should have a dynamic and interactive design, be programmed with activities, and have a defined goal and list of outcomes. Key stakeholders related to the Bellevue Bridge will include, but are not limited to, major nearby employers, industries, utilities, elected officials, business organizations, community leaders, and resource agencies (US-Army Corps of Engineers, etc.).

Respondents should demonstrate experience in orchestrating and successfully leading workshops with the general public and stakeholders, and communicate their understanding of the elements of successful workshops. This project approach and timeline should delineate where the respondent would position meetings for both stakeholders and the general public.

Task 3: Data Gathering and Analysis

3.1. Inventory of Existing Conditions

The consultant will inventory current conditions in the study area. Existing data, such as traffic data collected by the Bellevue Bridge Commission, will be made available by MAPA to the consultant. This analysis will include, but is not limited to:

1. Traffic conditions for the Bellevue Bridge and other nearby crossings of the Missouri River
2. Bridge condition
3. Existing land use
4. Employment & Commuting patterns
5. Commodity flows
6. Tolling revenue
7. Recent preservation and maintenance activities and expenses
8. Bridge inspection reports
9. Economic Impact

3.2 Origin-Destination Analysis

The Consultant shall gather origin and destination data for trips utilizing the Bellevue Bridge. The Consultant may propose various options for collection of this data, but must remain within budget.

3.3. Alternatives Analysis

Utilizing a series of potential impacts, the consultant will evaluate scenarios for the future of the Bellevue Bridge. The analysis will be based on existing planning documents and MAPA's Travel Demand Model.

Impacts to consider will include, but are not limited to:

1. Travel Time
2. Bicycle & Pedestrian Connectivity
3. Environmental & Historical Resources
4. Future Land Use
5. Emergency Services
6. Economic Development Impacts

Scenarios to be evaluated will include, but are not limited to:

1. Preservation & Maintenance
2. Bridge Closure
3. Bridge Reconstruction (including alternative alignments)

3.4 Financial Analysis

The Consultant will evaluate the fiscal analysis for the various bridge alternatives. Funding options for reconstruction, maintenance, repurposing and closure will be researched and

proposed.

Task 4: Final Report

4.1. Draft Report Production and Editing

The consultant shall document all work performed under Activities 2 & 3 and draft a final document for review by MAPA staff and key stakeholders. The Final Report shall contain an Executive Summary that can function as a stand-alone item. The consultant shall edit and revise the document according to feedback given by MAPA staff and key stakeholders. A public meeting shall also be held to offer the draft plan for public comment and feedback.

4.2. Final Report and Documentation

The consultant shall incorporate feedback on the draft report into the final report. The report should be written as a free-standing document.

The consultant shall package and deliver the final plan document in both PDF and an editable format (Microsoft Word or Adobe InDesign), as well as a specified number of hard copies. All graphic content shall also be made available in PDF format as well as native live format (Adobe Illustrator or Photoshop).

The consultant shall package and deliver to MAPA all data generated, analyzed or refined over the course of their engagement. GIS data shall be delivered in file geodatabase or shapefile format, along with map documents. Any and all data generated, analyzed or refined under this contract shall become property of MAPA upon conclusion of the contract.

3. Project Schedule

The anticipated project schedule is included below

Activity	Date
RFP Released	December 8, 2017
Deadline for Written Questions	January 5, 2018
Responses to Written Questions	January 10, 2018
Deadline for Submittals	January 19, 2018
Proposals Reviewed and Consultants Short-Listed	February 2, 2018
Short-Listed Consultants Interviewed	February 22, 2018
Consultant Selection	February 26, 2018
Scope and Fee Negotiation Finalized	March 9, 2018
Finance Committee Approval	March 21, 2018
MAPA Board Approval	March 22, 2018
Project Start Date	April 1, 2018

4. Evaluation Criteria

The evaluation and selection of the winning proposal will be based on the qualifications of the responding firm. A consultant evaluation team will screen the proposals to ensure they meet the minimum requirements of the proposal format. A review of qualifying proposals will identify potential firms that most closely meet the needs of the project. Upon review and ranking of the proposals, the top two to four candidate firms will be interviewed.

Factors that will be considered by the selection team include the following:

Criteria	Points
1. Qualifications and experience of the firm, including reference checks, achievements, and financial stability	20
2. Qualifications and experience of principal consulting staff proposed to work on the project	40
3. Proposed project approach	30
4. Availability of key staff and ability of the firm to integrate the study into present workload	10
Total Points	100

5. Submission of Proposals

Seven (7) printed copies and one electronic version (PDF preferred) of the proposal must be received in the MAPA offices by **4:30 PM** on **January 19, 2018**. Proposals may not exceed 24 pages in length as detailed in Section 6 of this RFP (excluding resumes, appendices, and/or supplementary exhibits). Proposals must include proof of insurance and compliance with Title VI of the Civil Rights Act.

The Issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

Michael Helgerson
Issuing Officer
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102
mhelgerson@mapacog.org

From the issue date of this RFP until announcement of the successful vendor, vendors may contact only the Issuing Officer regarding this RFP. Vendors may be disqualified if they contact any employee or representative of MAPA, the Bellevue Bridge Commission or the City of Bellevue other than the Issuing Officer regarding this RFP. Questions only about the procurement process will be accepted by MAPA; all of these must be **submitted in writing by January 5, 2018**. Answers to all questions will be posted on the MAPA website on **January 10, 2018**. Firms whose proposals are not accepted will be notified as soon as the selected firm has been approved and a contract has been negotiated.

6. Submittal Requirements

The proposal shall include the following items and be organized in the manner specified below.

A. *Front Cover*

The proposal shall include a front cover that identifies the Prime Consultant, Sub-consultants (if applicable) and the title of the project or service (does not count against page limit).

B. *Letter of Interest*

The proposal shall include a letter of interest outlining briefly the firm's understanding of the work, as well as a general statement introducing the firm and individuals to be involved. The letter of interest shall not exceed two (2) pages.

C. *Organizational Chart*

The proposal shall include an organizational chart not to exceed one (1) page.

D. *Firm Profile & Qualifications*

The proposal shall include general information about the firm, the firm's area of expertise, and the firm's official name and address. Additionally, the proposal shall furnish the following qualifications to be considered for award of the contract:

1. Name of the anticipated project manager and his or her relevant qualifications and experience on similar projects, along with those of any ancillary technical and management personnel who will be involved with the project.
2. Experience of the firm in performing similar work and examples of this work.
3. Name and location of additional consulting firms (subcontractors) whose use is anticipated in order to complete the scope of work, accompanied by explanation of the specific tasks they will perform and the percentage of overall project work.
4. Statement of ability to integrate this contract into the present and anticipated workload of each key team member for the duration of the project.
5. Resumes of key staff members (optional, does not count against page limit)

The firms profile and qualifications shall not exceed eight (8) pages.

E. *Scope of Work*

A breakdown of all tasks listed in the RFP and the proposed approach to completion. (**NOTE:** The detailed Scope of Services will be negotiated with the selected consultant at the time of contract development.) The discussion of the scope of work shall not exceed ten (10) pages (not including supplemental materials).

F. *Proposed Project Schedule*

The proposal shall include a project schedule outlining the time frame and estimated completion date of each major task identified in the proposed scope of work. The consultant team shall also explain its approach to the project schedule in narrative form. The project schedule shall not exceed three (3) pages (not including supplemental materials).

G. *Conflict of Interest Disclosure*

The proposal shall include a completed Consultant Conflict of Interest Disclosure form for the prime consultant and any subconsultants (does not count against page limit).

H. Proof of Insurance

The proposal shall include proof of insurance for the prime contractor and any subconsultants (does not count against page limit).

7. Additional Submittal Requirements

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be spiral bound. No 3-ring binders.

Seven (7) copies of the submittal must be sent to the following:

Michael Helgerson
Issuing Officer
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102

All information must be received by 4:30 p.m. CST on January 19, 2018. No exceptions to this deadline will be given.

8. Interviews

The short-listed firms will be notified by telephone of the interview time and duration. Interviews will be capped at 40 minutes maximum; please allot at least 10 minutes for questions and answers.

MAPA will make every effort to post the short-listed firms and the interview schedule on the MAPA website by 4:00 p.m. on February 2, 2018

MAPA's selection committee will conduct interviews with the short-listed firms February 23, 2018 at the Metropolitan Area Planning Agency, Board Room, 2222 Cuming Street, Omaha, NE 68102.

9. Disadvantaged Business Enterprises (DBE) Policy

The Omaha –Council Bluffs Metropolitan Area Planning Agency (MAPA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S Department of Transportation (DOT), 49 CFR Part 26. MAPA has received Federal Financial assistance from the Department of Transportation, and as a condition of receiving this assistance, MAPA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of MAPA to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
3. To ensure that the DBE Program is tailored narrowly in accordance with applicable law;
4. To ensure that only firms that meet 49 CFR Part 26 eligibility standards fully are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The following assurance is to be included on all DOT-assisted contracts:

“The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract, or such other remedy as the recipient deems appropriate.”

10. General Terms and Conditions

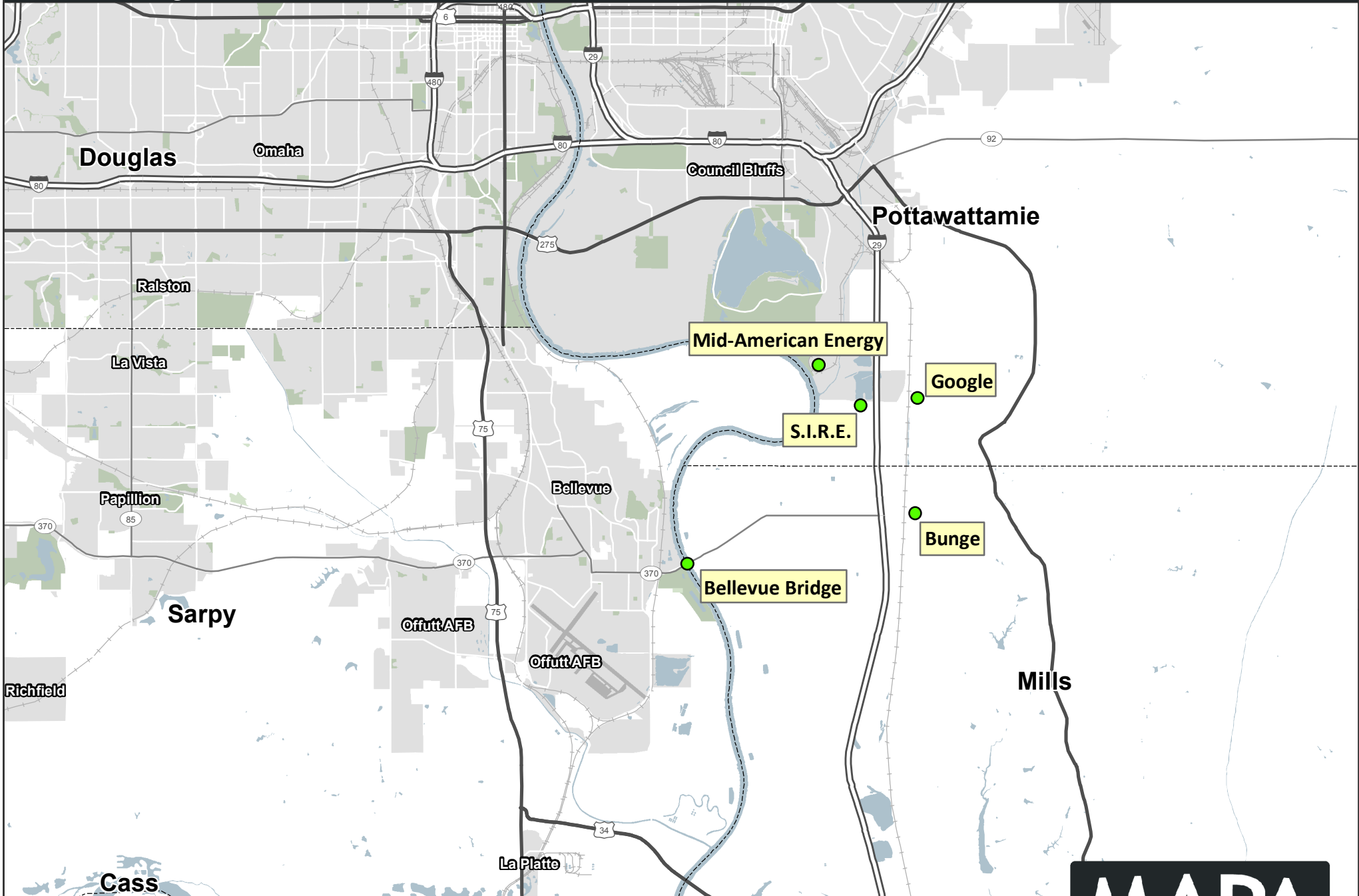
1. **Conflicts of Interest** – The proposer shall disclose any known or potential conflicts of interest with MAPA and the Federal Highway Administration (FHWA). The proposer must declare that the proposer is not currently, and will not during the performance of any services for MAPA, participate in any other work involving a third party with interests in conflict currently or likely to be in conflict with MAPA’s interests without MAPA’s approval. All sub-consultants must submit a conflict of interest form as well.
2. **SAM Registration**-All prospective consulting firms must be listed in the U.S. Federal Contractor Registration database known as SAM (System for Award Management) to be considered for this project.
3. **Amendments to the RFP** – MAPA reserves the right to amend or cancel any or all parts of this RFP. Revisions to the RFP shall be posted on the MAPA website at least three (3) full business days prior to the deadline for submittal of responses.
4. **Non-commitment of MAPA** – This RFP does not commit MAPA to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.

5. **Confidentiality** – Before award of the contract, all responses to this RFP will be designated confidential to the extent permitted by the Nebraska Public Records Law (84-712). After award of the contract (or if not awarded, after rejection of all responses), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the responses confidential will be regarded as non-effective and will be disregarded.
6. **Access to Records and Reports** – The proposer acknowledges the selected consultant firm will give MAPA, NDOT, Iowa DOT, FHWA, and the Comptroller General of the United States access to any books, documents, papers and records of the consultant firm which pertain directly to the contract for the purposes of making audits, examinations, excerpts, and transcriptions. Related contractual documents will be maintained for no less than three years after the date of termination or expiration of the contract.
7. **Termination** – MAPA will retain the right to terminate the contract for convenience or default. These clauses will be incorporated into the contract with the selected consultant firm.
8. **Civil Rights** – MAPA is in compliance with Title VI of the Civil Rights Act, as amended, section 303 of the Age Discrimination Act of 1975, as amended, section 202 of the Americans with Disabilities act of 1990, and Federal transit law. Thus, clauses relating to nondiscrimination and equal employment opportunity (race, color, creed, national origin, sex, and disabilities) will be included in the contract with the selected consultant firm.
9. **Drug Free Workplace** – MAPA has established and maintains drug-free workplace policies. The selected consultant firm and all sub-consultants must have established and maintain drug-free workplace policies as well, such as those set forth in the Federal Drug Free Workplace Act of 1988.

11. Award of Contract

MAPA reserves the right to negotiate with the selected firm on matters related to project cost, or technical or other considerations that arise following announcement of the award of the contract. A decision to contract with the selected firm will be made by the MAPA Board of Directors following a recommendation by MAPA planning staff. Subject to selection and successful negotiation, MAPA intends to sign a contract on or about **March 22, 2018** with the objective of the selected firm beginning work in **April 2018** and concluding the work on or about **December 31, 2018**.

Bellevue Bridge and Surrounding Area



0 1 2 4 Miles